

# **Citizens' Advisory Committee for the East Main Station Area Plan Formation Procedure and Operating Guidelines**

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The following document outlines the process to form a Citizens' Advisory Committee (Committee) for the East Main Station Area Plan.

## **I. Charge**

The Committee will work with City staff and consultants to achieve the following project objectives:

- A. Provide guidance to the staff and consultant work on the station area plan.
- B. Engage the community in a planning process that establishes a clear vision and community goals for the station area as well as feedback on key elements within the plan.
- C. Identify and prioritize strategies that enhance the community and help to integrate the station with the surrounding area.
- D. Optimize access to and from the East Main light rail station by pedestrians, bicyclists and transit patrons.
- E. Address neighborhood vehicular access, traffic and parking concerns.
- F. Support the land use vision in Bellevue's *Comprehensive Plan* for each neighborhood adjacent to light rail and encourage appropriate redevelopment where consistent with the City's land use vision:
  - 1. redevelopment opportunities (e.g. transit-oriented development) only for the properties east of 112<sup>th</sup> Avenue SE;
  - 2. no redevelopment will be considered for the residential area west of 112<sup>th</sup> Avenue SE;
  - 3. development standards for properties north of Main Street are already being reviewed as part of the Downtown Livability Initiative and will not be revisited as part of this planning process.
- G. The Committee's charge does not include:
  - 1. deliberations or recommendations on the East Link light rail stations, tracks or ancillary structures, as that authority has specifically been delegated by the City Council to the Light Rail Permitting Citizens' Advisory Committee. Station Area Planning does not include review of anything on Sound Transit's property.
  - 2. study of noise and visual impact mitigation measures; those elements will be reviewed by the Light Rail Permitting CAC.
  - 3. any review or recommendations on any issues pertaining to Surrey Downs Park and the East Link project that are being addressed through a separate park master plan process.

The Committee serves in an advisory capacity to the City Council and City boards and commissions. As described in the Committee charge, above, the Committee will provide guidance on the preparation of the station area plan and forward a recommendation for action on the plan to the City Council and appropriate boards and commissions. Upon review of the Committee's work and with input from the appropriate boards and commissions and the public,

City Council will be the final decision-maker on approval of the plan and any specific recommendations.

## **II. Selection of Members**

The City will conduct an open application process for persons interested in serving on the Committee.

- A. The application period will be advertised through multiple media and managed by the City Clerk's Office. In addition to the standard noticing process, staff will use grass roots outreach methods like email blasts, bulletin boards, neighborhood organizations and in-person meetings to advertise the application period.
- B. Applications will be accepted via USPS mail and in person until close of business on Friday, May 23<sup>rd</sup>.
- C. Applications will be screened by staff for eligibility based on the criteria listed in section (III.A) below.
- D. The Mayor and City Council will be provided with the entire list of applicants.
- E. The Mayor will recommend a slate of committee members from the list of eligible applicants and reflecting, as much as possible, the criteria listed in section (III.B) below.
- F. The City Council will consider and confirm the recommended slate of committee members.
- G. The Committee will be convened within one month of the Council's final action.

## **III. Committee Membership Eligibility**

The Committee will consist of no fewer than seven and no more than eleven members representing a cross-section of interests. The term for all members shall be for the life of the Committee. The project is expected to last approximately eighteen months, with the bulk of the Committee's effort occurring between June 2014 and July 2015. Members of the Committee serve on a voluntary basis without compensation.

- A. To be eligible to serve on the Committee, an applicant must meet the following criteria for the duration of their service:
  1. Must not be a member of more than one additional City Council-appointed board, commission or committee.
  2. Must be a resident, property owner, business owner or a representative of an association or property interest within the boundaries of the East Main Station Area (see attached map). The applicant may represent more than one interest (e.g. individual property owner and association representative) and should identify all that could apply on the application.
- B. As a whole, the Committee should:
  1. Reflect the planning area demographics (e.g. age, income, race, tenure and ethnicity) and geographic diversity.

2. Include a mix of professional backgrounds, especially those experienced in transportation planning, urban design/architecture, urban planning, land development or other similar field.
3. Represent a range of interests including, but not limited to, single family residents, multi-family residents, business owners and operators, land developers, transit riders, bicyclists – no interest shall comprise a majority of the membership.
4. Preference for committee membership will be given to interests (individuals or representatives) within the one-quarter (1/4) mile radius within the planning area.
5. **NOTE:** A Sound Transit relationship will not disqualify anyone from membership because this body will not be making decisions or recommendations related to the East Link project.

#### **IV. Chair and Vice-Chair**

The Chair and Vice-Chair shall be selected by the Committee and they shall be full, voting members and serve in those roles for the life of the Committee. The Chair is responsible for running Committee meetings, providing neutral facilitation, and ensuring adherence to these operating guidelines. The Chair will encourage active participation of all Committee members. The Vice-Chair is responsible for assisting the Chair, including carrying out those duties in the absence of the Chair.

#### **V. Meetings**

The Committee is anticipated to meet monthly with additional meetings called as needed. The bulk of the Committee's work is anticipated to occur between June 2014 and July 2015, though the City Council may extend the Committee's charge beyond that time. Some meetings may integrate a larger public involvement component, such as an open house with information about specific topics or issues of interest to the Committee and the public. The Committee may choose to hold additional public outreach events outside of regularly-scheduled meeting times as needed. The format of the meeting will be determined by the content and timing of the work program. Regular Committee meetings are anticipated to last 2-3 hours.

Regular meetings of the Committee will be scheduled for a recurring time and place. Other meetings, field trips and tours may be scheduled as needed. The calendar of regular meetings will be approved by the Committee at their first meeting and posted on the project web site. Meetings will be summarized (i.e. major discussions and all decisions) in meeting notes for distribution in advance of the next meeting. All meetings of the Committee will be open to the public with proper prior notice and conducted according to the Washington State Open Public Meetings Act. Committee members will receive instruction on the requirements of the Open Public Meetings Act as well as the requirements of the Committee members under the Washington State Public Records Act during their orientation at the first Committee meeting.

#### **VI. Reaching Agreement**

The Committee will prepare a recommendation on a draft station area plan report, including any strategies for implementing the vision for the station area developed through the planning

process. In forming its recommendation, the Committee agrees to recognize that a wide representation of opinions, expertise and objectives exists among the various stakeholders, to respectfully consider all views and the right to participate, and to fully consider all aspects of an issue before taking action. The Committee shall seek to combine the individual members' interests and talents to represent the broad interests of the community in the recommendation.

Whenever possible, decisions will be made by consensus. Every effort will be made to determine the "sense of the committee" and to reach agreement by consensus. On occasion, if consensus is not possible, a vote may be taken. A majority vote of those present shall constitute an action of the Committee. The presence of 50% or more of the voting members shall constitute a quorum. Committee members must be present to vote. For certain decisions, the Chair may call for a vote when the Committee agrees, which can best be facilitated by a show of hands.

## **VII. Guiding Principles**

In performing their duties, Committee members shall abide by these guiding principles:

- A. Search for and create opportunities for consensus.
- B. Understand the magnitude of issues and not dominate with a single viewpoint.
- C. Commit to listen carefully and ask questions in order to understand various issues and viewpoints.
- D. Seek a constructive format for resolving differences.
- E. Be mindful of the impacts their public and private statements may have on the process.
- F. Not speak for the Committee unless so directed by the Chair.

## **VIII. Attendance**

Each Committee member shall make a commitment to attend all scheduled meetings. It shall be the responsibility of members to come to meetings prepared by reviewing materials distributed in advance. Consensus-based decisions and decisions based on a vote will be made by those Committee members present at the meeting. In respect for the schedule and planning process, it will be unacceptable for an absentee member to attempt to revise or reverse a decision made by Committee members in his or her absence.

Due to the limited number of meetings of the Committee, if a member fails to attend three consecutive meetings, they may be removed from the Committee by the Mayor, if more than sixty-percent (60%) of the total membership of the Committee votes to remove the member. Vacancies on the Committee may be filled at the discretion of the Mayor with confirmation by the City Council.

## **IX. Non-Committee Members**

All Committee meetings will be open to the general public. Agendas and relevant materials will be posted to the Committee web site in advance of each meeting. At each Committee meeting, a limited amount of time will be available for oral public comment at the beginning and end of

the meeting. Written comments may be addressed to the Committee in care of staff. Written comments will be compiled by staff and provided to the Committee at the next Committee meeting.

**X. Communication with City Council, Boards and Commissions**

City staff will present periodic updates of the project to the City Council and make presentations to Boards and Commissions that have authority over certain recommended actions in the plan (e.g. Planning Commission on land use and policy amendments) at the appropriate point in the process. The Chair may be asked to participate in any or all of these presentations.

**XI. Support**

City staff will manage the overall planning effort. Consultants may be hired to provide technical and clerical support to the Committee. Staff will collaborate with the Committee to help conduct broader public outreach when needed. Staff will maintain a project website on behalf of the Committee.



# Community Service Application

FOR MEMBERSHIP ON THE:

**EAST MAIN STATION AREA PLANNING CITIZEN'S ADVISORY COMMITTEE**

If asked, I would be willing to serve on another board or Commission.

Yes ☐ No ☐

Name \_\_\_\_\_

Home Phone # \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Work Phone # \_\_\_\_\_

Resident ☐ Yes ☐ No

Email \_\_\_\_\_

Length of Residency \_\_\_\_\_

1. List your educational background.

2. Please state your occupational background, beginning with your current occupation and employer.

3. Describe your involvement in the Bellevue community.

4. Describe your leadership roles and/or any special expertise you have which would be applicable to the position for which you are applying.

5. Describe why you are interested in serving in this position.

6. Please identify the address and/or association or interest you are representing.

7. Are you available for evening meetings? \_\_\_\_\_ Daytime meetings? \_\_\_\_\_

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Please return this application by 5:00 pm on Wednesday, July 9<sup>th</sup> to:

City of Bellevue  
City Clerk's Office  
P.O. Box 90012  
Bellevue, WA 98009-9012

For further information, please contact:

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Senior Planner  
[mkattermann@bellevuewa.gov](mailto:mkattermann@bellevuewa.gov)  
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Thank you for taking the time to fill out this application. Volunteers play a vital role in the Bellevue government. We appreciate your interest.



